# eWRIMS Report Management System Public User Manual 2010

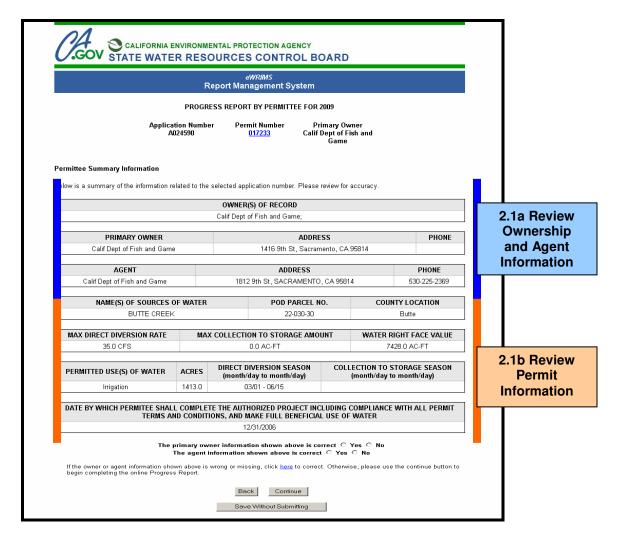
## <u>CHAPTER 2 – PERMITTEE REPORT</u>

This chapter covers step-by-step instructions for completing a Progress Report by Permittee.

### 2.1 PERMITTEE SUMMARY INFORMATION

The following screen will appear after you have selected the year for which you are reporting. It contains a summary of important permit information. From this screen, you will:

- Review ownership and agent information
- Review permit information
- Confirm that information on file is correct



### 2.1a Review Ownership and Agent Information

If the ownership or agent information is not correct, you have an opportunity to change it before continuing.

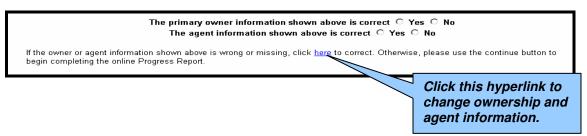
#### »Information is Correct

If your ownership and agent information is correct, click the **Yes** buttons at the bottom of the screen.



### »Information is Not Correct

If the primary owner, agent, address, or phone number is not correct, scroll to the bottom of the screen and click the hyperlink to change the information. The hyperlink will open a change of address form. See **Chapter 1.6 Change Ownership, Agent, or Address Information** for instructions on completing this form.



### 2.1b Review Permit Information

Basic permit information is displayed underneath the primary owner information.

#### >Information is Correct

If the permit information matches your records, click **Continue**.

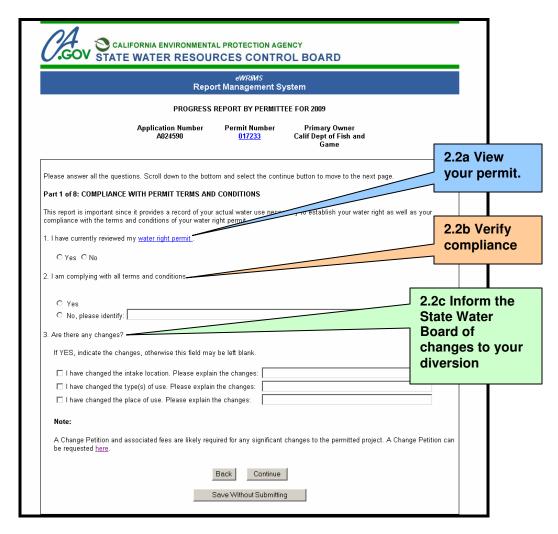
### »Information is Not Correct

If any of the basic permit information does not match your records, click the **Save Without Submitting** button and contact the Division of Water Rights. We will review our records and resolve any errors.

### 2.2 COMPLIANCE WITH TERMS AND CONDITIONS

This screen is part 1 of 8 of the Progress Report by Permittee. From this screen you will:

- View your permit
- Verify compliance
- Inform the State Water Board of changes to your diversion



# 2.2a View your permit

When you click on the water right permit hyperlink, a scanned copy of your permit will appear in a new window. Indicate whether you have viewed your permit by clicking the "Yes" or "No" buttons.



**NOTE:** If your permit does not open in a new window when you click on the hyperlink, contact the Division of Water Rights.

### 2.2b Verify compliance

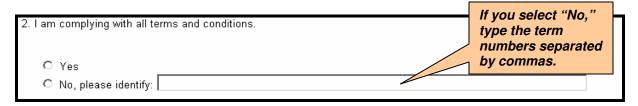
Question #2 asks that you confirm your compliance with permit terms and conditions.

### » In Compliance

If you are complying with all permit terms and conditions, click the "Yes" button. If you answer yes, you can skip question #3 and click the **Continue** button to proceed to part 2 of 8.

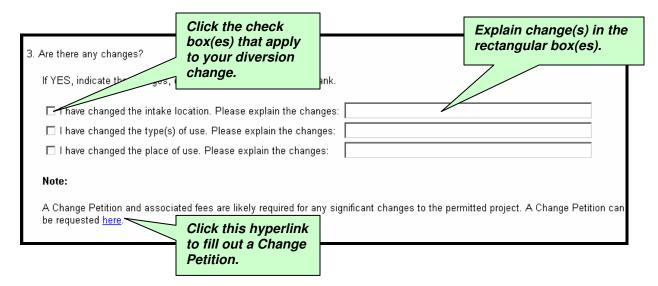
# » Not In Compliance

If your diversion has changed such that you are no longer complying with all terms and conditions of your permit, click the **No** button and identify the term number(s) in the box. Proceed to the next question.



## 2.2c Inform the State Water Board of changes to your diversion

If you have changed the intake location, type of use, or place of use, click the appropriate check box and explain the changes in the text boxes.



### » Change Petition

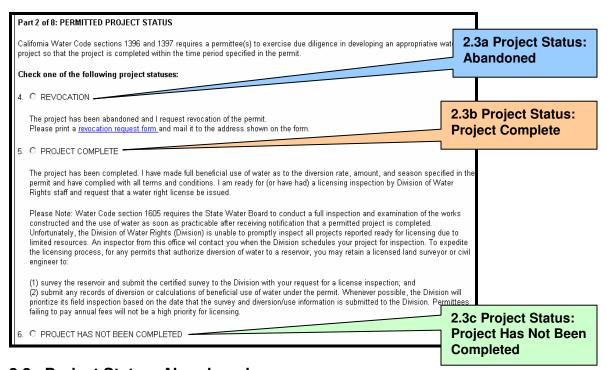
If you have changed your diversion significantly from the permitted terms and conditions, a Change Petition and associated fees are likely required. Click the hyperlink and a list of Water Right Petition forms will appear. Select the petition

relevant to the change in diversion and submit the completed form to the Division of Water Rights.

### **2.3 PERMITTED PROJECT STATUS**

This screen is part 2 of 8 of the Progress Report by Permittee. From this screen you will:

Inform the State Water Board of the status of your permitted project



# 2.3a Project Status: Abandoned

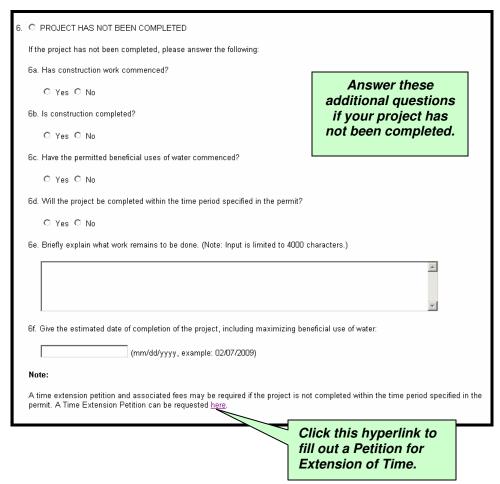
If you have abandoned your project, click the **Revocation** button and click the hyperlink **revocation request form**. The form will open in a new window. Print and complete the form and mail it to the Division of Water Rights. If your project was abandoned after water was diverted during the previous calendar year, you are still required by law to complete the progress report for any water diverted before abandonment. You are required to file until the State Water Board issues an order revoking your permit.

### 2.3b Project Status: Project Complete

If construction for your permitted project is complete, click the **Project Complete** button and read the information following the selection. Click **Continue** at the bottom of the screen to proceed to part 3 of 8.

### 2.3c Project Status: Project Has Not Been Completed

If your project has not been completed, click the **Project Has Not Been Completed** button. There are additional questions you must answer if your project has not been completed:



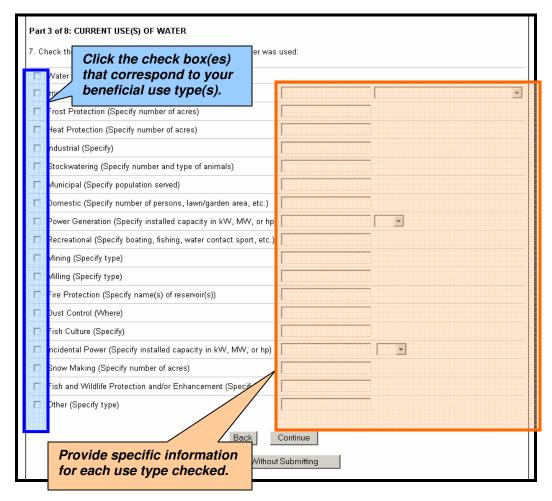
### » Petition for Extension of Time

If your project has not been completed within the time period specified in your permit, a time extension petition and associated fees may be required. Click the hyperlink and a list of water right petition forms will appear. Submit your completed petition form to the Division of Water Rights.

### 2.4 CURRENT USES OF WATER

This screen is **part 3 of 8** of the Progress Report by Permittee. From this screen you will:

- Click the check box(es) that correspond to your beneficial use type(s)
- Provide specific information for each use type checked



The information required in each rectangular box is specified in parenthesis next to each use type. Some use types require that you enter a number. The program will indicate if you have entered information in an incorrect format. If the information is a list of words, (for example: types of recreation) type the words into the box, separated by commas. Below are definitions for each beneficial use type.

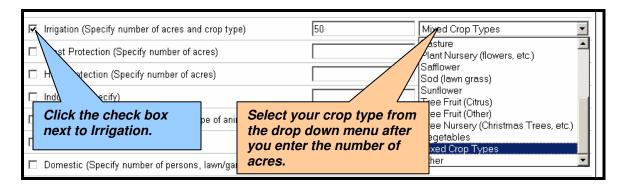
### 2.4a Water was not used

If you have not used water for any purpose, click this check box.

# 2.4b Irrigation

Irrigation means the use of water for agricultural crops, commercial nurseries, or for maintenance of large areas (greater than one-half acre per establishment) of lawns, shrubbery, or gardens.

If you used part or all of your diversion for irrigation purposes, click the check box next to **Irrigation**. Enter the number of acres irrigated in the rectangular box, and click on the crop type from the drop down menu:



# 2.4c Frost or Heat Protection (Specify number of acres)

Frost or heat protection means any application of water for the prevention of frost or heat damage to crops.

# 2.4d Industrial (Specify)

Industrial includes the many uses, which serve the needs of commerce, trade, or industry not covered by municipal use. Specify your industry in the rectangular box.

# 2.4e Stockwatering (Specify number and type of animals)

Stockwatering means the use of water for commercial livestock, including hosing out dairy barns. Water for domestic stock (not for commercial sale) is a domestic use.

If you are reporting stockwatering use for different species of animals, enter the information separated by commas. For example: "100 goats, 100 cattle."

# 2.4f Municipal (Specify population served)

Municipal means all uses common to the municipal water supply of a city, town, or other similar population group, whether or not the area is incorporated, plus incidental uses for any beneficial purpose.

### 2.4g Domestic (Specify number of persons, lawn/garden area, etc)

Domestic use includes the use of water in homes, resorts, motels, organization camps, camp grounds, etc., including the incidental watering of domestic stock for family use and the irrigation of up to one-half acre of lawn or gardens at any single establishment.

Enter the information separated by commas. For example: "6 people, half acre vegetable garden, 4 horses."

### 2.4h Power Generation (Specify installed capacity in kW, MW, or hp)

Power generation includes the generation of hydroelectric and hydromechanical power. Power generation use does not apply unless water is used to drive a device such as a turbine.

### 2.4i Recreational (Specify boating, fishing, water contact sport, etc.)

Recreational means the use of water for boating, swimming, or fishing. This use includes water collected to storage and either kept in the reservoir or released downstream for these purposes. Reservoirs containing water to be used solely for recreational purposes at the reservoir should not be unreasonably large.

Water used at a campground or resort for human consumption, cooking, or sanitary purposes is a domestic use. Watering of golf courses and other large grass areas is irrigation use.

# 2.4j Mining (Specify type)

Mining includes the use of water in mining processes, such as hydrolicing, drilling, and on concentrator tables.

### 2.4k Milling (Specify type)

Milling means any mechanical process in which material is crushed and mixed with water into slurry.

### 2.4I Fire Protection (Specify name(s) of reservoir(s))

Fire protection means the use of water for fire fighting.

### 2.4m Dust Control (Where)

Dust control means the spreading of water to alleviate dust particles in the air. Specify area where water is spread for this purpose (such as a road or construction site).

# 2.4n Fish Culture [Aquaculture] (Specify)

Fish culture is also known as "Aquaculture" and it means the use of water for raising fish or other organisms for commercial purposes, or large scale private use in which the fish or organisms will not be released in the waters of the state.

### 2.40 Incidental Power (Specify installed capacity in kW, MW, or hp)

Incidental power occurs when water is diverted for some other primary use, but in transit is used to drive a device such as a turbine to generate hydroelectric and hydromechanical power.

### 2.4p Snow Making (Specify number of acres)

Snow making is the use of water for making snow. Specify the number of acres on which the snow is distributed.

## 2.4q Fish and Wildlife Protection and/or Enhancement (Specify)

Fish and wildlife preservation and/or enhancement is the use of water, generally collected to storage and retained in the reservoir or later released downstream, to protect or support habitat or other benefits for fish and wildlife. The use of water for raising fish or other organisms for scientific purposes or for planting in a stream system is included under this use.

### 2.4r Other (Specify type)

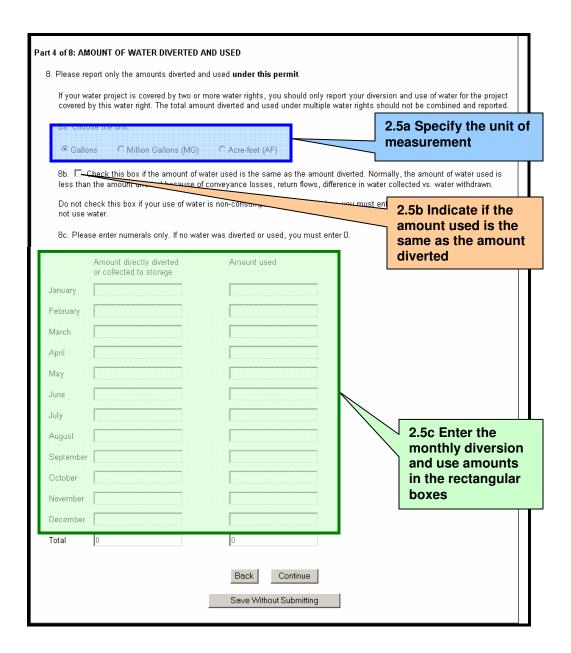
Other uses of water are those not included in the use types listed above. Briefly describe these uses.

After you have checked your current uses and provided all the required information, click **Continue** to proceed to part 4 of 8.

### 2.5 AMOUNT OF WATER DIVERTED AND USED

This screen is **part 4 of 8** of the Progress Report by Permittee. From this screen you will:

- Specify the unit of measurement
- Indicate whether the amount used is the same as the amount diverted
- Enter the monthly diversion and use amounts in the boxes



### 2.5a Specify the unit of measurement

Click the button to indicate if your diversion was measured in gallons, million gallons (MG) or acre-feet (AF).

#### 2.5b Indicate if amount used is the same as amount diverted

Check the box if the amount of water used is the same as the amount diverted. Normally, the amount of water used is less than the amount diverted because of conveyance losses in channels, return flows to a stream, and the difference in water collected into a reservoir vs. water withdrawn from a reservoir.

**NOTE:** Do not check this box if your use of water is non-consumptive. Non-consumptive water uses include power, recreation, and any use that does not diminish the amount of water as a result of the use.

# 2.5c Enter the monthly diversion and use amounts in the boxes

If no water was diverted or used in any given month, type the numeral "0" into the corresponding box. The system will add your total diversion and use amounts and display the total at the bottom of each column.

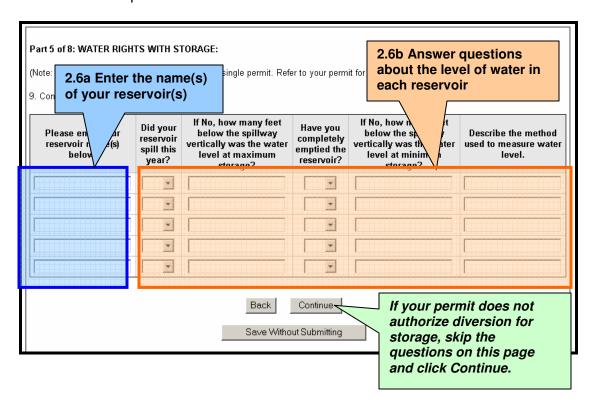
Click **Continue** to proceed to part 5 of 8.

### 2.6 WATER RIGHTS WITH STORAGE

This screen is **part 5 of 8** of the Progress Report by Permittee. If your permit does not authorize diversion for storage, click **Continue** to proceed to part 6 of 8.

From this screen you will:

- Identify the name of each reservoir
- Answer guestions about the level of water in each reservoir



### 2.6a Enter the name(s) of your reservoir(s)

Enter the name of each reservoir listed on your permit.

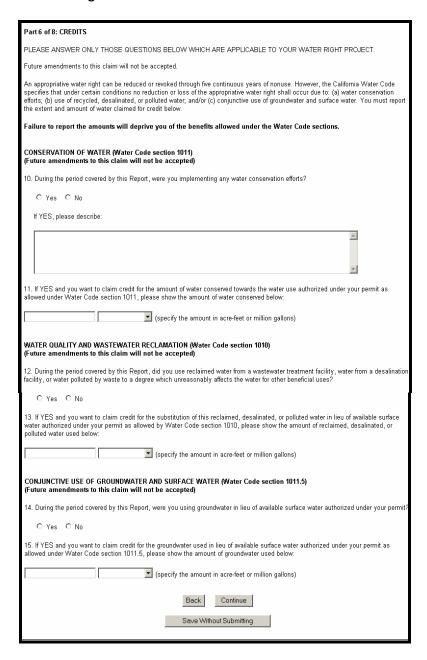
### 2.6b Answer questions about the level of water in each reservoir

Answer the questions by typing in the boxes or clicking an option from the drop down menus. When you have answered all questions, click **Continue** to proceed to part 6 of 8.

# 2.7 CREDITS

This screen is **part 6 of 8** of the Progress Report by Permittee. From this screen you will report your:

- Water conservation efforts
- Use of recycled, desalinated, or water polluted by waste to a degree which unreasonably affects the water for other beneficial uses
- Conjunctive use of groundwater and surface water



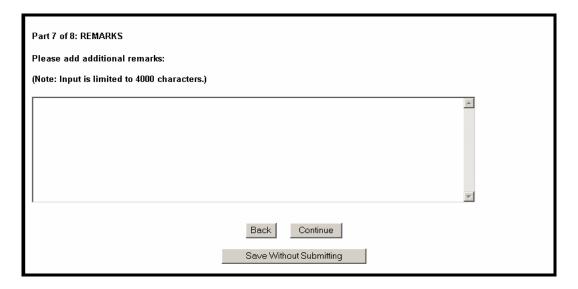
Some water rights can be lost by non-use. By completing this section, you may meet the requirements to preserve your water right from loss by non-use if the non-use is the result of conservation efforts or the use of allowable sources of water as provided by Water Code sections 1010 - 1011.5.

If you have not implemented any of these practices, you may click **Continue** to proceed to part 7 of 8.

### 2.8 REMARKS

This screen is **part 7 of 8** of the Progress Report by Permittee. If you have any remarks or additional information regarding your permit or diversion for the report year, enter it into the text box and click **Continue**.

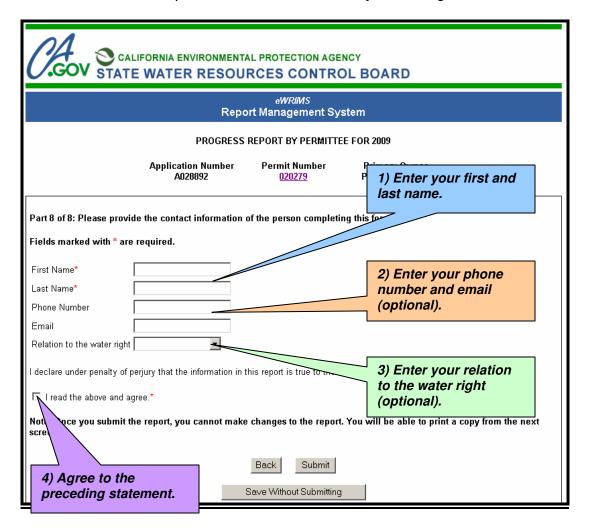
If you have no remarks or additional information for the State Water Board, click **Continue** to proceed.



### 2.9 CONTACT INFORMATION

This screen is **part 8 of 8** of the Progress Report by Permittee. From this screen, you will:

- Enter your first and last name.
- Enter your phone number and email (optional)
- Enter your relation to the water right (optional)
- Agree to the following statement: "I declare under penalty of perjury that the information in this report is true to the best of my knowledge and belief."



**NOTE**: Once you click **Submit** from this page, your report will be submitted to the State Water Board and you will not be able to make any changes. If you are unsure about any of the information provided in the report, we recommend that you click **Save Without Submitting** and verify the information before submitting it to the State Water Board.

# **END CHAPTER 2 – PRINT YOUR SUBMITTED REPORT**

After you click **Submit** from the contact information screen, the report management screen will reappear with an updated status for the report you just submitted. Click the hyperlink **printable version** to print your saved or submitted report.

Progress Reports by Permittee		
Year	Status	Date Submitted
2009	Submitted [ printable version ]	01/20/2010
2008	Submitted [ printable version ]	12/01/2009
	Submit a Report for a Year not Sh	Click the hyperlink to view and print your submitted report.